

CASEWORK SPECIALIST, YOUTH AUTHORITY
Final Filing Date: November 4, 2016



OPEN

AN EQUAL
EMPLOYMENT
OPPORTUNITY
EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

EXAMINATION BASE

DEPARTMENTAL FOR:
CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)

WHO SHOULD APPLY

Applicants who meet the minimum qualifications as stated below. Applications will not be accepted on a promotional basis.
NOTE: Applicants applying under Government Code § 18991 must provide documentation of retirement or honorable discharge from the United States Military.

HOW TO APPLY

Submit Examination Application (Std. Form 678), Criminal Record Supplemental Questionnaire and Qualifications Assessment

By mail to:	or	In person at:
Department of Corrections and Rehabilitation		Department of Corrections and Rehabilitation
Office of Workforce Planning		1515 S Street
P.O. Box 942883		Sacramento, CA 95811-7243
Sacramento, CA 94283-0001		Attn: Office of Workforce Planning, 101N
(916) 322-2545		(916) 322-2545

Effective June 25, 2010, the Examination Application (Std. Form 678) was revised eliminating questions 10 and 11. For all peace officer examinations, a Criminal Record Supplemental Questionnaire must be submitted with an Examination Application (Std. Form 678).

If you are personally delivering your application, Criminal Record Supplemental Questionnaire and Qualifications Assessment, you must do so between the hours of **8:00 a.m.** and **5:00 p.m.**, Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Workforce Planning.

Examination application available on your CalCareer account at <https://www.jobs.ca.gov/> or in person at the address listed above.

Criminal Record Supplemental Questionnaires are available at CDCR's website at http://www.cdcr.ca.gov/Career_Opportunities/index.html or in person at the address listed above.

Qualifications Assessments for Casework Specialist, Youth Authority are available at the CDCR website at: http://www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Open/index.html or in person at the address listed above.

NOTE: Only applications with an original signature will be accepted.

APPLICATION
DEADLINE/
REQUIREMENTS

November 4, 2016, is the final filing date. Examination Applications, Criminal Record Supplemental Questionnaire and Qualifications Assessments postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE

Candidates must complete and return the Casework Specialist, Youth Authority Qualifications Assessment along with his/her Examination Application (Std. Form 678) and Criminal Record Supplemental Questionnaire by **November 4, 2016**, the final filing date. Candidates who meet the "Minimum Qualifications" will have their Qualifications Assessment rated.

SALARY RANGE(S)

As of: **September 28, 2016**

Range A: \$5,692 - \$5,692
This range shall apply to employees who do not meet the criteria for payment in Range B, Range J, or Range K.

Range B: \$6,663 - \$8,380
This range shall apply to employees who have satisfactorily completed twelve (12) months in Range A and who do not meet the criteria for payment in Range K.

Range J: \$5,977 - \$5,977
Effective July 1, 2004, this apprenticeship range shall apply to incumbents who meet criteria for payment at Range A under Alternate Range Criteria 290 and who are required to work a minimum of 164 hours in a recurring 28 consecutive day work period as established by the departments under the 7k provisions of the FLSA pursuant to Section 11.11 of the BU 6 MOU. This alternate range represents full compensation for all hours worked up to 164 hours in a 28 consecutive day work period. Effective October 1, 1998 through June 30, 2004, these incumbents were subject to 168 hours rather than 164 hours.

SALARY RANGE(S)
(CONTINUED)

Range K: \$6,996 - \$8,799
Effective July 1, 2004, this journey person range shall apply to incumbents who meet criteria for payment at Range B under Alternate Range Criteria 290 and who are required to work a minimum of 164 hours in a recurring 28 consecutive day work period as established by the departments under the 7k provisions of the FLSA pursuant to Section 11.11 of the BU 6 MOU. This alternate range represents full compensation for all hours worked up to 164 hours in a 28 consecutive day work period. Effective October 1, 1998 through June 30, 2004, these incumbents were subject to 168 hours rather than 164 hours.

MINIMUM
QUALIFICATIONS

Education: Completion of a two-year graduate curriculum in social work in an accredited school of social work. (Candidates who are enrolled in the final academic year of graduate work will be admitted to the examination, but they will not be appointed until they have completed the required education.)

Applicants must show the specific course work completed or in progress to satisfy the entrance requirements on their Examination Application (Std. Form 678). Include the title, number of semester or quarter credits granted, name of institution, and completion date.

Special Personal Characteristics:
An objective and empathetic understanding of the problems of youthful offenders; ability to work effectively in a correctional facility with youthful offenders of various racial, ethnic, and cultural differences; tolerance; tact; patience; and emotional stability, maturity, and integrity.

Special Physical Characteristics:
Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of youthful offenders. Assignments during tour of duty may include sole responsibility for the supervision of youthful offenders and/or the protection of personal and real property.

OUT-OF-CLASS EXPERIENCE: A “completion of an out-of-class assignment” memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

EXAMINATION
PLAN

EXAMINATION INTERVIEWS WILL NOT BE HELD. This examination will consist of a Qualifications Assessment weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the Qualifications Assessment.

The Qualifications Assessment is designed to elicit a range of specific information regarding each candidate’s knowledge, skill, abilities, and potential to effectively perform the duties relative to the classification. Candidates who meet the “Minimum Qualifications” will have their Qualifications Assessment rated and successful candidates will be placed on an eligible list. **SUBMISSION OF THE QUALIFICATIONS ASSESSMENT IS MANDATORY.** Candidates who do not submit a completed Qualifications Assessment will be eliminated from this examination.

Qualifications Assessment -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate’s:

A. Knowledge of:
1. Principles, procedures, techniques, trends, and literature of social work with particular reference to casework and group work methods, and applying casework and group work techniques to the diagnosis and treatment of youthful offenders.
2. Purposes, scope, and operation of correctional institutions with particular reference to institutional programs for youthful offenders.
3. Causes, nature, and results of delinquency.
4. Social aspects of mental and emotional disturbances and mental deficiency.
5. Normal and abnormal psychology and its application to the problems of delinquency.

B. Ability to:
1. Apply casework and group work methods and techniques to the diagnosis and treatment of youthful offenders.
2. Establish and maintain the confidence and cooperation of persons contacted in the work.
3. Secure accurate social data and record such data systematically.
4. Write clear, accurate, and concise reports and interpret statistical data.
5. Analyze situations accurately and adopt an effective course of action.
6. Communicate effectively.

ELIGIBLE LIST
INFORMATION

A departmental promotional eligible list will be established to fill vacancies for CDCR.

The list will be abolished 12 months after establishment unless the needs of the service and conditions of the list warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

A **Casework Specialist, Youth Authority** works under general direction, in a Youth Correctional Facility, to provide specialized casework, clinical, diagnostic, and intensive treatment services for youthful offenders; maintain order and supervise the conduct of youthful offenders; provide functional casework supervision to the treatment team staff; protect and maintain the safety of persons and property; and do other related work.

Positions exist at the following locations with CDCR: Ventura Youth Correctional Facility, N.A. Chaderjian Youth Correctional Facility and O.H. Close Youth Correctional Facility.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the “Examination Application.” You will be contacted to make specific arrangements.

VETERANS’
PREFERENCE/
CAREER CREDITS

Veterans’ Preference and career credits are not granted in promotional examinations.

SPECIAL
REQUIREMENTS

Firearm Requirement: Any person prohibited by State or Federal law from possessing, using, having in his/her custody or control any firearm, firearm device, or other weapon or device authorized for use by the California Department of Corrections and Rehabilitation is not eligible to compete for, be appointed to, or continue employment in this classification.

Felony Disqualification: Because any person convicted of a felony is disqualified from being employed as a peace officer under Government Code Section 1029, an applicant with a felony conviction will not be accepted for this examination.

In completing the Criminal Record Supplemental Questionnaire, you may answer "NO" to the question "Have you ever been convicted by any court of a felony?" if:

- (1) The record of such an incident has been sealed in accordance with Penal Code Sections 851.7, 861.8, 1000.5, 1203.45; or
- (2) The record of such an incident has been or can be expunged pursuant to Health and Safety Code Section 11361.5, which pertains to various marijuana offenses; or
- (3) The conviction was under Health and Safety Code Section 11557 or its successor 11366, when that conviction was stipulated or designated to be a lesser included offense of the offenses of possession of marijuana.

However, you must list the conviction if you have received a release (per Penal Code Section 1203.4 or 1203.4a or Welfare and Institutions Code Section 1179 or 1772) or a pardon (per Penal Code Section 4852.16).

Background Investigation: If you are successful in this examination, you may be required to complete a background investigation form disclosing (with the exception of the three items numbered above) information on arrests regardless of conviction, felony and non-felony convictions, and driving violations. Candidates for peace officer positions will be fingerprinted for search of local, State, and national fingerprint files to disclose any criminal record. The hiring agency uses this information to determine your suitability to become a peace officer.

Information collected for a background investigation after the examination is distinct from that required on the Examination Application (Std. Form 678) and the Criminal Record Supplemental Questionnaire which is filled out prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required of you when completing the Examination Application and the Criminal Record Supplemental Questionnaire.

Age Limitation -- minimum age for appointment: 21 years. (Applicants must state their birth date on the Examination Application.)

Citizenship Requirement: Existing law provides that peace officers be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship. Permanent resident aliens who have not applied for citizenship will be permitted to take an examination, but cannot be appointed to a peace officer classification until they have applied for citizenship. Denial of an application for citizenship shall result in termination of employment. In addition, failure to attain citizenship within three years after filing an employment application because the applicant has not cooperated in processing the application for citizenship shall result in termination of employment.

Drug Testing Requirement: Applicants for positions in this classification are required to pass a drug screening test. Use of hard drugs (e.g., heroin, cocaine, or hallucinogenic) at any time as an adult constitutes basis for disqualification from peace officer examinations. The drug screening test will be waived for CDCR’s employees who are currently in a designated "sensitive" class for which drug testing is required under State Personnel Board, Rule 213.

Pre-Employment Medical Examinations: Physical and psychological suitability examinations are conducted prior to appointment. Tests include TB skin test, urinalysis, complete blood count, blood chemistry panel, VDRL, a general physical examination, and other tests if necessary. Any limitation which restricts a person from safely performing the essential functions of the position may constitute basis for removal of the candidate's name from the eligible list.

Training Requirement: Under the provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

High School Equivalence for Peace Officer Classifications: Equivalence to completion of the 12th grade may be demonstrated by: 1) passing the California High School Proficiency Test; 2) passing the General Educational Development (GED) test indicating high school graduation level; or 3) possession of a degree (Associate of Arts or higher) from an accredited college. No other equivalency is accepted for Peace Officer classifications.

GENERAL INFORMATION

It is the candidate’s responsibility to contact CDCR’s Office of Workforce Planning at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at CDCR offices, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and online. Start by creating a CalCareer account at www.jobs.ca.gov. With an account, you can take state civil service examinations, store different versions of your application, apply for vacancies at 150 departments, track your application status and save your resume all in one place.

Veterans’ Preference: California law allows the granting of Veterans’ Preference in any **Open** examination. In accordance with Government Code Sections 18973.1 and 18973.5, Veterans’ Preference will be awarded as follows: 1) any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans’ Preference; 2) Veterans’ Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans’ Preference are available at the CalHR’s website by clicking on the following link: <https://jobs.ca.gov/Public/Jobs/Veterans.aspx>. Additional information can also be found at the California Department of Veterans Affairs at www.calvet.ca.gov/veteran-services-benefits/employment.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
Telecommunications Relay Service (TRS): DIAL 7-1-1
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS